



PERMANENT CHANGE OF STATION

REPORTING INSTRUCTIONS HANDBOOK & COMMANDING GENERAL'S CERTIFICATION CHECKLIST

3 September 2015



WELCOME ABOARD TO COMMAND ELEMENT, 5TH MARINE EXPEDITIONARY BRIGADE

This handbook was generated by the staff of Command Element 5TH Marine Expeditionary Brigade (CE, 5TH MEB) to assist the individual Marine and their family in preparing to execute Permanent Change of Station (PCS) Orders to CE, 5TH MEB.

This handbook provides a comprehensive list of PCS readiness material and must be reviewed in its entirety as much of the information presented is directive in nature. Adhering to the requirements established herein will expedite processing and screening procedures, minimize the potential of undue hardships during the assignment, and mitigate the likelihood that Marines and their families will be delayed or have to return to the United States for not complying with or meeting all necessary requirements.

Assignments of this nature impose operational, personal, and professional demands on personnel and their families at every level. A PCS to Bahrain is an assignment not a deployment. As such, *all personnel are still subject to deployment from Bahrain in support of operational requirements.*

CE, 5TH MEB has a very limited number of accompanied billets, therefore if a Marine receives accompanied orders, this command has final approval for those orders once a family clears overseas screening. The Marine's or Sailor's current command must receive an approval response to the area clearance message before families are authorized to PCS to Bahrain. See paragraph 8 on page six for additional guidance regarding accompanied orders.

Recommendations for improvement of this handbook should be submitted to the following e-mail address:

CE5THMEBG1@MARCENT.USMC.MIL

Semper Fidelis!

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I. COMMANDER'S EXPECTATIONS

The Commander, CE, 5TH MEB, expects all Marines to **arrive fully prepared for their assignment**. This includes, but is not limited to, having met all medical, security, administrative, and training requirements; being fully informed about their intended billet responsibilities and performance expectations; motivated about new challenges; and prepared to represent the Marine Corps well.

II. CE, 5TH MEB CONTACT INFORMATION

CE, 5TH MEB SECTION	DSN	Commercial dialing from U.S to Bahrain	Organizational Mail Box
G1 Operations	318-439-8396 318- 439-8551 318-439-8330	011-973-1785-8396 011-973-1785-8551 011-973-1785-8330	CE5THMEBG1@MARCENT.USMC.MIL
CE MARFOR CENTCOM FWD CDO (24 hours)	318-439-8532	011-973-1785-8532	CE_MARCENTFWD_CDO@MARCENT.USMC.MIL

CE, 5TH MEB Addresses	
Mailing	FEDEX
Commanding General 5TH MARINE EXPEDITIONARY BRIGADE PSC 851 BOX 320 FPO AE 09834-0004	Commanding General 5TH MARINE EXPEDITIONARY BRIGADE NSA Southwest Asia Bay #2 1 Juffair Road Manama, Bahrain 09834

SECURITY CLEARANCES		
All Marines must obtain a secret clearance before detaching from their parent command. Submit security clearance information into JPAS using SMO Code: MARCENTFHQ		
CE MARFOR CENTCOM FWD Security Manager MARCENT SSO (SCI Clearances)	DSN : 318-439-8545 DSN : 318-439-8550	Commercial : 011-973-1785-8545 Commercial : 011-973-1785-8550

III. PERMANENT CHANGE OF STATION BEFORE DEPARTING

1. HHG SHIPMENT: The Kingdom of Bahrain forbids several items through customs. Do not pack, or place in accompanied baggage for shipment to Bahrain the following items: swords (to include uniform swords), guns, weapon magazines (M-16/M-9), grenades, bayonets, cutlasses, handcuffs made of iron and steel, lances and similar arms and parts thereof, or pornography, (including magazines, DVD's, pictures, etc). For more information log onto the website www.bahraincustoms.gov.bh for additional items that are unauthorized. Failure to comply with this order constitutes a violation of the UCMJ and could subject the service member to punitive or administrative action. DOD Civilians in violation could face administrative action. When shipping household goods, reference the household goods tip sheet in Enclosure 1. Be aware that most of the housing facilities come fully furnished with full living room furniture, full dining room set, full bedroom set, and a TV for each room. Personalized items such as decorations, dishes, bathroom decorations, and bedroom comforters are likely provided as well. Bahrain does not have non-temporary storage (NTS) facilities to store extra household-goods that cannot fit in to your housing facility. There is also semi-furnished and unfurnished housing available. Furnished housing is slightly more expensive than unfurnished housing; therefore personnel may consider bringing Household Goods in order to rent a larger house. Transformers will be required for all electrical appliances that you bring from the US, unless they are dual voltage. Landlords will provide large appliances such as refrigerators, washers, dryers and televisions.

2. LODGING: PCS moves to CE, 5TH MEB will require abnormal financial obligations within the first 30 to 90 days. Temporary lodging must be reserved by the member's sponsor. Temporary Lodging Allowance (TLA) will be paid up to 45 days. Marines will need to pay for and submit a claim for reimbursement every 10 days for temporary lodging. Be sure there is space on a personal credit card to cover the costs of the hotel. Check with your credit card company to ensure they will not charge a "foreign transaction fee" or ask for it to be waived while overseas. Once permanent housing is established, the first month's rent is required when the rental contract is signed. Members will receive Overseas Housing Allowance (OHA) only after the lease is signed. This will cause a delay in first month's rent being paid and the start of OHA. Ensure you have enough cash to cover the initial rent payment. The OHA calculations are located at the following website (<http://www.defensetravel.dod.mil/site/ohaCalc.cfm>). Unaccompanied Marines PCS'ing to Bahrain should expect to spend \$4000 to \$5000 during the check in process before reimbursement. Accompanied Marines should expect to spend up to \$8,000 prior to reimbursement. **Government Travel Charge Cards are not authorized to be used for PCS travel.** Marines should take this into consideration when applying for advance travel, advance DLA and advance pay prior to departing their permanent duty station (PDS). If you do not request advance DLA, DLA will not be paid until completion of all TLA claims. Inbound Marines and Sailors are encouraged to consider one month to two months advance pay if the above amounts may cause a hardship.

3. PET IMPORT: You must obtain a Health Certificate from your local veterinarian prior to leaving the country of export. A **copy** of the "Bahrain Ministry of Agriculture Animal Import Certificate," the Health Certificate, vaccination records, and original rabies certificate, must be placed in a zip-lock bag and securely taped to the outside of the kennel. Ensure you keep copies of all documents with you. You must coordinate with your sponsor to meet you at the airport; he/she **must** have with them the original "Bahrain Ministry of Agriculture Animal Import Certificate." Please be aware that although pets are authorized it may make your housing selection limited, since pets are not a big part of the Bahrain culture. TAD personnel are not authorized to bring any pets.

4. PASSPORTS: It is required that you apply for an Official Government No Fee Passport and it is recommended that you apply for a tourist passport as well. Official Government No Fee Passports (Blue and Maroon) are for official travel only. If personnel plan on travelling to other countries while on leave, they will require a tourist passport to do so. All accompanied dependents must also possess a valid no fee passport. Information on passports is available from the U.S. State Department's web site at <http://travel.state.gov>. Depending on where you are currently stationed, either your local Installation Personnel Administration Center or Distribution Management Office processes official passports. Visas are not required prior to entry. The Bahraini visa must be obtained upon arrival (see G-1 for assistance). Official Government/No Fee Passports must be valid for at least 6 months past expected departure dates from Bahrain.

5. PRIVATELY OWNED VEHICLE (POV) SHIPMENT: Members are authorized to ship one POV per active duty member to Bahrain on PCS orders. Motorcycles are also authorized to be shipped but must be shipped with the household goods shipment. TAD personnel are not authorized to ship vehicles. Ensure a TAC code under POV shipment is stated in your web orders. Ensure members have met with the Base DMO/TMO for assistance. DMO/TMO can provide information to ensure vehicles are in compliance with Bahraini standards. Members will not be allowed to ship a vehicle after arrival in Bahrain. The following website has points of contacts, information on shipping your vehicle and tracking vehicles (pcsmypov.com). Vehicles could take up to 90 days to arrive in Bahrain. The following are POV importation restrictions to Bahrain: right hand drive, salvage, twisted chassis, rusted chassis

with holes, vehicle with aftermarket hydraulic systems, large stickers or drawings or writings on the vehicle, tinted glass vehicles more than 30% light obstruction, dark headlight covers, painted lights, SUVs with roof rack lights, loud exhaust system, paint faded, unusual paintings, low car, high car, wide tires, vehicle that requires any fuels other than normal diesel or petrol. Do not be surprised to see all of these items on cars when in Bahrain, just know that they will not register an imported car if it arrives with any of these conditions. If members do not ship a POV DMO/TMO will not store it for free, due to the service member having the option to ship their vehicle. Once the vehicle arrives, the estimated cost to have it safety inspected and insured is 400 Bahraini Dinar (BD) (1,060 USD). Vehicles that are less than ten years old will be fully insured. Vehicles over ten years will be insured for liability only. Purchasing a second vehicle will be comparable to used cars in the US. Consider shipping a second car at your own expense, approximately \$2,000 plus registration and insurance. For parking POV's or rental vehicles on base the vehicle needs to be registered through Passenger ID. The military installations website provide vehicle registration information and requirements to obtain a base pass. Rental vehicles are available for members who do not ship a POV. Rentals will be an out of pocket "no-reimbursable" expense. A small four-door rental will cost approximately \$350-\$400/month. Most unaccompanied members live close to base therefore bicycles are a good form of transportation. Bicycles are required to be registered on base as well.

6. SECURITY CLEARANCE: Personnel must have, at a minimum, a Secret security clearance before arrival in Bahrain. If the member currently has a clearance, the expiration date must be after the duration of the PCS tour. If the member is unable to obtain a clearance at least 60 days prior to departure from CONUS, contact the G-1 Operations section via DSN or e-mail listed in section II, CE, 5TH MEB contact information.

7. CHILDCARE: Childcare may be requested upon receipt of web orders. It is recommended that if childcare is needed, register your child as soon as possible as there is very limited space available. This is important for obtaining before and after school childcare and teen programs also. The information for before and after school care can be found on the military installations website.

8. ACCOMPANIED ORDERS: All Marines with dependents will be issued accompanied orders to CE, 5TH MEB, but that does not mean that they are authorized to execute accompanied orders. Marines with accompanied orders must contact their monitor and either elect unaccompanied orders, or request to execute accompanied orders based on personal preference. If Marines desire to execute accompanied orders, they and their family must complete overseas screening and ensure the overseas area clearance message is completed 60 days prior to their departure from their departing command in accordance with the Personnel and Assignment Policy (MCO 1300.8R). Marines can also send an email to CE 5THMEB G-1 to inquire into the availability of an accompanied billet. CE, 5TH MEB only rates 29 accompanied billets, and therefore accompanied billets must be closely monitored. After CE, 5TH MEB G-1 will send an AMHS message to MMEA/MMOA and the member's parent command to request modification of orders to dependent restricted, at which case the member will rate FSA. If there are accompanied quotas available, the CE, 5TH MEB G-1 will reply to the overseas area clearance message with an approval to execute accompanied orders.

IV. REPORTING TO CE, 5TH MEB IN BAHRAIN

1. TRAVEL: All travel arrangements must be made through your local TMO/ITO/SATO. Ensure service members wear casual business attire for the trip. Make sure you know when Ramadan is occurring as if it will have an impact on your trip. Males and females/dependents and service members must wear long sleeve shirts and have their legs covered during Ramadan.

2. LODGING: Lodging arrangements for your arrival in Bahrain, must be made by your sponsor who will contact you prior to arrival. Marines and Sailors PCSing to Bahrain are not authorized to make their own arrangements.

3. ARRIVAL AT COMMERCIAL AIRPORT: The Bahrain International Airport is fairly easy to navigate. Once you depart the plane you will go straight to customs. Ensure you fill out the customs form on the plane to help make your customs experience smoother. You will need to provide military CAC and a copy of your orders to the customs personnel. If accompanied, you will be required to pay 5 BD (\$12.00) for a 2 week visa for each of your dependents. They accept the Bahraini Dinar and U.S. Dollar. Once you are through customs, pick up your luggage and your sponsor will meet you in the Arrivals receiving area. In the event of a delay in flight or some other issue that may arise, contact the CE, 5TH MEB Senior Watch Officer at **011-973-1785-8532, email CE_MARCENTFWD_CDO@MARCENT.USMC.MIL.**

4. ARRIVAL AT AMC TERMINAL: Upon arrival at the Air Mobility Command (AMC) Terminal, ensure you locate your sponsor. Do not catch a ride with the Navy personnel enroute to NSA Bahrain. Your sponsor will be

there to greet you. Once you retrieve your luggage proceed to the Customs office where you will present your military CAC card and passport for family members.

5. REPORTING IN: The first thing you must do is get a non-availability stamp from the Navy Gateway Inn and Suites, located on base. When you arrive at NSA Bahrain Bay 2, you will need to provide your military CAC to your sponsor so he or she can obtain a visitors badge. Once you have your badge, you will report to the G-1 to retrieve a check-in sheet and provide your SSN or EDIPI to get your audit and travel claim completed. You must provide your flight itinerary, government credit card, and a non-availability stamp from Navy Gateway Inn & Suites for your audit. You must complete your G-1 check in within 72 hours of your arrival. G-1 audit hours are from 1300-1600, Monday through Thursday. The Service Alpha uniform is required when checking into CE, 5TH MEB in Bahrain. The uniform of the day is appropriate civilian attire (off base) and desert utilities (on base). Your sponsor will assist you through the process of checking in.

6. SCHOOL REGISTRATION FOR DEPENDENTS: The registration process for your dependents can begin the day you receive your accompanied orders. The Bahrain school's website (<http://www.bahr-ehs.eu.dodea.edu> and <https://www.facebook.com/BahrainCS>) has an abundance of information that will help answer most questions you may have.

7. Central Population Register (CPR) and Visas: You will need to apply for a Bahrain visa upon your arrival. The G-1 will assist you in acquiring a Bahrain visa which will take up to two – three weeks for processing. Once your Bahrain visa returns you may apply for a CPR card. You will need a CPR card to enter into any local contracts, buy a car, upgrade cable packages or complete any official Bahrain transactions. Be sure to make copies of your passport because you must leave it with the immigration office when you apply for the visa and CPR.

COMMANDING OFFICER'S READINESS CERTIFICATION

RANK	LAST NAME, FIRST NAME, MI		EDIPI	MOS		
MCC	PARENT COMMAND	DSN PHONE NUMBER	E-MAIL ADDRESS			
	REQUIRED CLEARANCE	BILLET DESCRIPTION	TOUR LENGTH			
ADMINISTRATIVE READINESS						
I certify that all requirements listed in this handbook have been complied with and the Marine identified above is administratively ready for assignment in the CE MARFOR CENTCOM FWD AOR. I further certify that the Marine has a GTCC/PASSPORT as required.						
S-1 OFFICER'S SIGNATURE / POC INFORMATION						
Rank & Name (Print)		DSN - XXXX	Signature and Date			
SECURITY CLEARANCE INFORMATION						
I certify that the Marine identified above has at least an interim SECRET clearance required by the billet and a visitor's request was submitted to CE MARFOR CENTCOM FWD.						
SECURITY MANAGER'S SIGNATURE/POC INFORMATION						
Rank & Name (Print)		DSN-XXXX	Signature and Date			
TRAINING READINESS						
I certify that the Marine identified above has met all training requirements for Permanent Change of Station.						
TRAINING OFFICER'S SIGNATURE / POC INFORMATION						
Rank & Name (Print)		DSN - XXXX	Signature and Date			
MEDICAL READINESS						
I certify that the Marine identified above is medically qualified for Permanent Change of Station.						
MEDICAL OFFICER'S SIGNATURE / POC INFORMATION						
Rank & Name (Print)		DSN -XXXX	Signature and Date			
DENTAL READINESS						
I certify that Marine identified above is dentally qualified for Permanent Change of Station.						
DENTAL OFFICER'S SIGNATURE / POC INFORMATION						
Rank & Name (Print)		DSN -XXXX	Signature and Date			
COMMANDING OFFICER'S REVIEW AND ACKNOWLEDGEMENT						
I certify that the Marine identified above meets all Permanent Change of Station criteria.						
Rank & Name (Print)		DSN - XXXX	Signature and Date			

After CO's Certification is Complete, Commanders shall send an Overseas Clearance AMHS message to CG CE 5TH MEB MARFOR CENTCOM (UC)

V. ADMINISTRATIVE READINESS

CE, 5TH MEB ADMIN POC: DSN 318-439-8330/8550/8551; COMM 011-973-1785-8330/8550
The checklists below are to assist members in completing all requirements prior to arrival to Bahrain

GENERAL ADMIN MATTERS		
	ITEMS	<input checked="" type="checkbox"/>
1.	ECC/RECC: Active and Reserve Marines must have enough obligated service to complete the entire assignment period.	
2.	Government Travel Charge Card: Every Marine will have a GTCC that must be in good standing, prior to reporting to CE MARFOR CENTCOM FWD for duty.	
3.	Legal Matters: Marines with legal matters pending disposition are not considered qualified for assignment and should not be sent to CE MARFOR CENTCOM FWD.	
4.	Mail: Ensure Marine has filed mail disposition instructions.	
5.	Valid Driver's License: Marine must have a valid, current driver's license to enable car use while stationed in Bahrain.	
6.	Official Passport: PCS Marines must obtain an official passport before departing for Bahrain. All family members must have a no-fee passport for an accompanied tour.	

ORDER WRITING INSTRUCTIONS		
	NEED TO KNOW	<input checked="" type="checkbox"/>
1.	Lodging: Government Quarters are directed for E-4 and below. E-5 and above must obtain a Certificate of Non-availability. Your sponsor will make an initial lodging reservation until housing can be acquired. (Note: TLA for Bahrain is 45 days)	
2.	Messing: Government Messing is not available.	
3.	Commercial Air: Authorized travel via AMC or COMMAIR.	
4.	Civilian Clothing: Travel will be done wearing appropriate civilian attire per MCO P1020.34G, par 1005.	
5.	Security Clearances: List security clearance held in orders (Type investigation, Investigating Agency, Date of Investigation, Date Investigation Adjudicated, Clearance Held, Clearance Eligible for). Must be verified by Security Manager. Ensure that your security clearance information is forwarded to SMO: MARCENTFHQ . You must be able to obtain a minimum of a secret clearance and the expiration date must cover the duration of your orders. Your working area in Bahrain is a classified area.	
6.	Complete CO's Readiness certification before detaching present duty station.	

VI. TRAINING READINESS

CE, 5TH MEB G-3 TRAINING POC: DSN 318-439-8700 COMM 011-973-1785-8700

STANDARD REQUIREMENTS		
		<input checked="" type="checkbox"/>
1.	SERE 100: Code Of Conduct (CI060331SA). As an alternative, this training may be completed online at Marine Net. The URL is: https://www.marinenet.usmc.mil/MarineNet/Courses/Catalog.aspx . Copy of the completion certificate must accompany individual to CE MARFOR CENTCOM FWD.	
2.	AT/FP Level I Training. As a minimum, the AT/FP training can be completed at the following website: https://atlevel1.dtic.mil/at/ . Copy of the completion certificate must accompany individual to CE MARFOR CENTCOM FWD.	
3.	CYBERM0000. The full USMC Cyber Awareness Training must be completed and up to date before you will be able to gain computer or e-mail access. The URL is: https://www.marinenet.usmc.mil/MarineNet/Courses/Catalog.aspx . OR CYBERINTEL. If you know that you will be obtaining a TS account (not common), this course will meet all requirements for all network access you may be granted (e.g. NIPR/SIPR/JWICS).	

UNCLASSIFIED/FOUO

	https://www.marinenet.usmc.mil/MarineNet/Courses/Catalog.aspx	
4.	ISOPREP. Members must deploy with an updated ISOPREP, and under no circumstance shall the ISOPREP be over 12 months old. Most unit S-2s or S-3s update the ISOPREP, but members can go to https://prmsglobal.prms.af.smil.mil on a SIPR computer, request an account, and update their own ISOPREP.	

VII. EQUIPMENT/GEAR LIST

CE, 5TH MEB G-4 POC: DSN 318-439- 4838 COMM 011-973-1785-4838

ITEM(S)	QTY	<input checked="" type="checkbox"/>	REMARKS
MISCELLANEOUS			
Carry-on bag (non-military)	1		
Prescription eye glasses	2		
Immunization Vaccination Record (PHS 31)	1		
Valid Driver's License (Expiration date after end of tour)	1		
Official Passport (Expiration date after end of tour)	1		
ID card	1		
UNIFORMS & CLOTHING			
Uniforms consists of entire military issue			
Long sleeve shirts & pants/Casual attire (Ramadan Approved)			
*See Enclosure 2 for Ramadan Guidance			
Blue Dress & Evening dress (if available)			

NOTE: CIF gear is issued at CE, 5TH MEB. Inbound personnel must plan accordingly to ensure they do not exceed weight requirements of their flights. In most situations, excess baggage is not reimbursable for PCS travel.

VIII. MEDICAL/DENTAL READINESS

The information contained in or attached to this document is legally privileged, confidential, and intended for use only by the individual or entity to which it is transmitted. Any other use of this communication is strictly prohibited. Privacy Act of 1974 applies.

Medical requirements listed **must be** met prior to reporting to CE, 5TH MEB. Family members must be medically screened for overseas assignment as well. Medical/Dental Deployment readiness must be certified by the Unit Medical Officer and the Unit Commander.

CE, 5TH MEB MEDICAL POC: DSN 318-439-6760/COMM 011-973-1785-6760

	MEDICAL / DENTAL REQUIREMENTS	<input checked="" type="checkbox"/>
1.	<p>Medical Record: Records will utilize the standard record jacket (NAVMED 6150/XX)</p> <p>Section I</p> <ul style="list-style-type: none"> <input type="checkbox"/> Updated and current DD-2766 (Adult preventive and chronic care flow sheet) including medications and allergies and summary sheet of current and past medical surgical problems. <input type="checkbox"/> Documentation of blood type and RH, Sickle Cell status, and G6PD status. <input type="checkbox"/> Documentation of DNA sample: confirm that sample is on file. Contact DoD DNA specimen repository (telephone 301-319-0366, DSN prefix 285-XXXX; E-mail afrssir@afip.osd.mil). Document on DD-2766. <input type="checkbox"/> <u>Must have copies of DD Form 2215 and DD Form 2216 within 1 year.</u> <input type="checkbox"/> Copy of current corrective lens prescription (within 2 years) as required. <input type="checkbox"/> Special SF600 documenting issue of Red Warning Tag, if required. <input type="checkbox"/> Updated and current documentation of immunizations: <ul style="list-style-type: none"> o Hepatitis A o Hepatitis B vaccine. Required for all personnel. o MMR vaccine o Polio o Tetanus/Diphtheria 	

	<ul style="list-style-type: none"> ○ Typhoid ○ Influenza – current year’s season vaccine and event specific influenza (e.g. H1N1) ○ Yellow Fever (Country specific) ○ Meningococcal vaccine (Country specific) ○ Anthrax. (IAW current service administration policy) Include copy of SF-601’s for anthrax. ○ Chickenpox. ○ Smallpox. Include the signed smallpox screening questionnaire as part of the deployed medical record. All personnel deploying into the CENTCOM AOR for 15 days or more will receive the smallpox vaccination, except those with a medical recommendation for waiver. ○ Malaria. Copy of Special SF600 documenting issue of Malaria chemoprophylaxis as required. <u>Member must report with required chemoprophylaxis if required at destination country.</u> ○ Tuberculosis screening: In compliance with PHA (Periodic Health Assessment) using NAVMED 6224/8 per BUMEDINST 6224.8A CHP-1 <p><u>Section II</u></p> <ul style="list-style-type: none"> □ If member is under care for an active/chronic health condition, copies of the last 3 SF-600 entries. <p><u>Section III</u></p> <ul style="list-style-type: none"> □ Copy of DD Form 2795 completed for deployment destination country and signed by Medical Officer. □ Copies of current periodic health assessment with finding of “Member Fit for duty and worldwide assignment” within 6 months and any applicable special physical and applicable certifications. <u>Service members must be fit for worldwide deployability. Periodic health assessments and special duty exams must be current IAW service policy and remain current for the anticipated duration of deployment.</u> □ NCAT- Baseline Neuro-Cognitive-Assessment Tool, testing must be performed within 12 months of deployment in accordance with MARADMIN 633/08 (070344Z NOV 2008) and be recorded in service data base and electronic medical record. <p><u>FEMALES (only)</u></p> <ul style="list-style-type: none"> ○ Pap within 6 months of PCS ○ HCG (pregnancy test) within 14 days of PCS ○ Women over 40 must have mammogram within 12 months of PCS <p><u>Section IV</u></p> <ul style="list-style-type: none"> □ HIV screening: must have documentation of HIV screening within the previous 120 days. <p>Dental Record:</p> <ul style="list-style-type: none"> □ Member must PCS with copies of panoramic x-ray and current dental exam performed within including documentation of current dental class I or II noted. <u>Exams must remain current for the anticipated duration of assignment. Member must maintain a dental classification of class II in order to execute PCS orders, however class I is preferred.</u> <p>Notes:</p> <ul style="list-style-type: none"> - Medical and Dental readiness will be downloaded into the Medical Readiness Reporting System (MRRS) - Both Medical and Dental Records (Skeletons) must accompany Marine. 	
2.	<p>Prescription medications. Personnel will deploy with sufficient medications for at least a 90-day supply. Follow on Tri-care mail-order pharmacy refill is recommended. Details are available at www.express-scripts.com.</p>	

IX. SPONSOR'S RESPONSIBILITIES

Pre-arrival

- ☐ Deputies assign a sponsor and attempt to link accompanied inbounds with accompanied sponsors
- ☐ Assigned sponsors receive sponsorship training
- ☐ G-1 sends initial email to inbound Marine, CCs sponsors. Sponsors use that email to make initial contact with:
 - o Sponsor's Email Address
 - o Sponsor's Phone Number
 - o Explain the unusually high costs of moving to Bahrain
 - o Local contact information for spouse.
- ☐ Sponsor gets Inbound Marine's/Sailor's information
 - o Name, rank, status, phone number, address, personal email, professional email
 - o Flight Information
 - o Pets
 - o Family members
 - o Security Clearance
- ☐ Direct inbound personnel to "Useful Links" in Section X of the Reporting Instructions.
- ☐ Request a copy of orders and Overseas Clearance Screening message. Ensure G-1 gets a copy of the message. If the member is accompanied, the G-1 will send the message to NSA Bahrain for Dependent Entry Approval
- ☐ Collect updated **SERE** and **Cyber Awareness** training certificates with a **DD Form 2875 SAAR**, and a **User Agreement**. Submit the DD Form 2875 SAAR, Cyber Awareness Training Certificate, and User Agreement to the G-6 so that the G-6 can set up accounts prior to personnel arriving
- ☐ Remind member to update ISOPREP prior to departure from their outbound unit
- ☐ Respond to questions and concerns
- ☐ What member can expect upon arrival
 - o Estimated check-in schedule
 - o Meeting with the SgtMaj/CoS
 - o Working Hours
- ☐ Reserve Temporary Lodging. After lodging is reserved, the sponsor should inform the inbound Marine of where they will be staying
- ☐ Have an alternate sponsor
- ☐ Optional Pre-arrival Commissary Run (check with hotel if they will let you place groceries in the hotel room prior to their arrival. If not, bring water and breakfast essentials with you when you pick the member up at the airport)
- ☐ Ensure member has a personal credit card with a credit limit that can support at least 10 days in temporary lodging
- ☐ Go to Navy Gateway to receive non-availability statement. They are open 24 hours a day, 7 days a week.
- ☐ Sign for the Marine's/Sailor's government issued AT/FP phone at the G-6 Service Desk. Ensure leadership and command phone numbers are programmed into the phone.

Arrival

- ☐ Make a Name Plaque for Airport Arrival (If commercial, no rank)
- ☐ Meet the service member and/or family at the airport. Ensure enough vehicles for all luggage
- ☐ Take the family to the Temporary Lodging Facility
- ☐ Provide the service member their government issued AT/FP phone.
- ☐ Escort the active-duty service member to all locations to complete initial check-in/in-processing. First stop is the G-1 for the check-in sheet, audit, and TLA instructions.
- ☐ Assist spouse/family with a "spouse sponsor" to show them around while active-duty member is at work.
- ☐ Introduce the military member to his/her chain of command
- ☐ Liberty Brief

Post Arrival

- ☐ Assist family with cultural adaptation, Do's/Don'ts, and liberty info.
- ☐ Assist with car/bike/house hunting (It takes 90 days to receive a shipped vehicle. Rental Car is not reimbursable if purchased while waiting for their vehicle)
- ☐ Sign them up for the Fleet and Family Services Center Newcomer's Orientation
- ☐ Provide tour of base and local community
 - o Grocery Stores and Shopping Centers
 - o Black flag (Shi'a) areas/Off-Limits map
- ☐ Assist in getting a Visa and CPR card
- ☐ Assist with household goods (TMO)
- ☐ Assist with car registration

X. USEFUL LINKS:

Overseas Housing Allowance Calculator: <http://www.defensetravel.dod.mil/site/ohaCalc.cfm>

Military Installations Website: <http://www.militaryinstallations.dod.mil/>

Bahrain Customs: www.bahraincustoms.gov.bh

Passport Website: <http://travel.state.gov>

POV Shipment Website: <https://whereismypov.com>

Bahrain DoDEA School Website: <http://www.bahr-ehs.eu.dodea.edu>

CE, 5TH MEB Website: <http://www.cemarforcentcomfwd.marines.mil/UnitHome.aspx>

Bahrain Family Readiness Group Facebook Website:
<https://www.facebook.com/BahrainFamilyReadinessGroup>

XI. PAY AND ENTITLEMENTS

1. Below is a list of entitlements for personnel assigned to CE, 5TH MEB:

a. Combat Zone Tax Exclusion (CZTE). Personnel assigned in Bahrain are not required to pay state and federal income taxes in accordance with DOD Instruction 1340.25 and Chapter 44 of Volume 7A of DoD 7000.14-R. Commissioned officers' basic pay eligible for CZTE is limited to the basic pay payable to the Sergeant Major of the Marine Corps plus the monthly amount of HFP/IDP. Refer to the military pay tables on www.dfas.mil for this amount.

b. \$50 a month in Hazardous Duty Pay in accordance with MARADMIN 047/14.

c. Sergeants and above will live off base, and will therefore rate Bahrain OHA.
<http://www.defensetravel.dod.mil/site/ohaCalc.cfm> is an OHA calculator.

d. Normal Pay and Entitlements associated with rank and time in service. Military pay tables are found on <http://www.dfas.mil>.

e. All personnel will receive Basic Allowance for Subsistence due to no government messing aboard NSA Bahrain.

f. Overseas Cost of Living Allowance (O-COLA). An O-COLA Calculator is located at <http://www.defensetravel.dod.mil/site/colaCalc.cfm>.

g. One-time payment of Dislocation Allowance (DLA) upon arrival. Personnel who move from government quarters to government quarters do not rate DLA. Refer to the JTR for additional information regarding DLA.

h. 45 Days Temporary Lodging Allowance (TLA) upon arrival in accordance with the JTR.

i. Family Separation Allowance (FSA). Eligible personnel issued dependent restricted PCS orders rate \$250 a month.

2. Personnel paying child support receiving OHA are not entitled to Basic Allowance for Housing Differential (BAH-Diff). CE, 5TH MEB does have contracted flats available that can be provided to personnel free of cost. If personnel paying child support elect to live in the contracted flats, they will be entitled to BAH-Diff.

3. Funded Environment Morale Leave (FEML). Personnel assigned to 24 month orders rate FEML. The FEML entitlement is a round trip ticket not to exceed the cost of a City Pair Contracted Flight from Bahrain to Baltimore (BWI). The FEML entitlement also applies to eligible dependents who accompany the member.

4. Environmental Morale Leave and Space-A. Space-A flights are available for personnel in a leave status. Personnel and command sponsored dependents rate two EMLs a year. EML increases a traveler's priority, therefore makes it more likely for the traveler to be ticketed for a Space-A flight. Visit the Air Mobility Command website for more information at www.amc.af.mil/amctravel/.

5. Personnel assigned to CE, 5TH MEB are no longer entitled to the R&R Leave Program. Personnel are authorized to utilize Space-A above or purchase their own travel outside of the theater for approved annual leave.

6. Consecutive Overseas Tour (COT) Assignments

a. Per MCO 1050.3J Par "16. Leave Travel In Connection With Consecutive Overseas Tours (COT). A Marine stationed outside CONUS, who is ordered to a consecutive tour of duty at the same permanent station or makes a PCS from one permanent station outside CONUS to another permanent station outside CONUS, may be eligible for travel and transportation allowances in connection with authorized leave. The exception to such eligibility is in the case of PCS orders in which execution involves traversing CONUS; in such case, Marines shall effect COT leave travel en route unless deferment is requested and authorized by CMC (MMIA),"

b. Per MCO 1300.8, Chap 6, Par 12 d. (6) "(d) If a Marine is required to traverse CONUS while executing PCS travel to his or her next duty station, COT leave travel must be performed during this time. If due to operational requirements the Marine is not authorized leave between the two tours, a request to defer COT leave may be submitted to CMC (MMIB) identifying the circumstances requiring deferment."

*Note: All Navy pay and entitlements are processed via the Navy Personnel Support Detachment aboard NSA Bahrain. It is essential that Navy personnel be aware that pay and entitlements are not automatic in their case.

XII. AWARDS

1. Global War on Terrorism Expeditionary Medal (GWOTEM). Personnel will rate the GWOTEM after 30 consecutive days or 60 non-consecutive days in Bahrain in accordance with SECNAVINST 1650.1H.

2. Sea Service Deployment Ribbon. Personnel will rate the Sea Service Deployment Ribbon for every 12 months they spend in Bahrain in accordance with SECNAVINST 1650.1H.